

**STATEMENT OF UNDERSTANDING AND  
AUTHORIZATION FOR DIRECT  
DEPOSIT**

Read and sign below if you have chosen direct deposit into a checking or savings account.

I authorize the Department of Economic Security (DES), Division of Child Support Enforcement (DCSE) or its agent designated to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries made in error to the account listed on the application and, to credit, and/or debit the same to such account for the purpose of support payments.

This authority is to remain in full force and effect until DCSE has received written notification from me of its termination at such time and in such manner as to afford DCSE a reasonable opportunity to act on the notice. DCSE or its agent may also terminate this authority by mailing the notice to the last mailing address I provided to DCSE or its agent.

I will keep the Division of Child Support Enforcement or its agent informed of any change to my address or bank account. I understand that failure to do so will result in undelivered support payments.

Signature

Mailing address

Date

☐ I am changing the information currently provided on my direct deposit.

**WHAT HAPPENS WHEN I CHANGE MY  
ACCOUNT?**

If you change your checking or savings account, you **must** fill out a new Authorization for Direct Deposit form. Sign the form and check the box below the signature requesting a change. Mail the form to the appropriate office. Bank account verification is also needed with account changes.  
or see <http://www.de.state.az.us/dcse/forms.asp>

**HOW DO I STOP DIRECT DEPOSIT?**

Obtain a Request to Stop Direct Deposit form from the DES website, DCSE, or the local Clerk of the Superior Court office. Complete the form and return it to the appropriate office.  
or see <http://www.de.state.az.us/dcse/forms.asp>

**IMPORTANT: To maintain quality service, you must keep you must keep DCSE or the local Clerk of the Superior Court informed of your most current address.**

**IV-D MAILING ADDRESS**

**DCSE Direct Deposit  
PO BOX 36626  
Phoenix, AZ 85067-6626**

**NON IV-D MAILING INSTRUCTIONS**

**Contact the County Clerk of the Superior Court where your court case is filed.**

W-DDBRO3 (08/04)



**Direct  
Deposit**

- **GET YOUR MONEY FASTER**
- **SAFER THAN PAPER CHECKS**
- **NO NEED TO MAKE EXTRA TRIPS TO THE BANK OR WAIT IN LONG LINES**

Direct deposit is an electronic transfer of your child support payments directly into one bank account.  
The bank account must be either a savings or checking account.  
*(Spousal maintenance payments can also qualify for direct deposit)*

### HOW DOES DIRECT DEPOSIT WORK?

When a payment is posted to your child support case, your bank is electronically notified to credit your account.

In most cases, DCSE applies the funds to your case within two business days after a payment is made.

### HOW DO I KNOW WHAT TYPE OF CASE I HAVE?

IV-D – (Purple Checks) If you receive or have received services from the DCSE / IV-D agency in Arizona.

NON IV-D – (Green Checks) If you have never received services from the DCSE / IV-D agency.

To learn more about available services, check the DES website.  
<http://de.state.az.us>

If you have both a IV-D and a NON IV-D case, send your direct deposit information to the IV-D address.

### HOW DO I SIGN UP FOR DIRECT DEPOSIT?

1. Fill out the authorization form.
2. Attach a voided check, voided deposit slip, or verification letter on bank letterhead.
3. Return as follows:
  - **IV-D** - Mail the authorization form and bank verification to the Division of Child Support Enforcement address on the back of this brochure.
  - **NON IV-D** - Mail the authorization form and bank verification to your County Clerk of the Superior Court.

### WHEN WILL MY DIRECT DEPOSIT START?

After the completed authorization form is received, we will notify your bank to set up direct deposit. Please allow four to six weeks for direct deposit to take effect. In the meantime, you will continue to receive your support checks in the mail.

### WHAT IF I HAVE OTHER QUESTIONS?

If your case is IV-D, contact DCSE customer service at (602) 252-4045.

If your case is NON IV-D, contact the local Clerk of the Superior Court.

(staple voided check or bank letter here)

### DIRECT DEPOSIT AUTHORIZATION

Primary Owner's Name (Print)

Secondary Owner's Name (Print)

Financial Institution

9 digit routing number

Bank account number

ATLAS case number

☐ IV-D

☐ NON IV-D

Please select **only one** of the following:

☐ **Checking:** Attach a voided blank check from the account where the direct deposit will be made. Your name must appear on the account.

☐ **Savings:** Attach a letter from your Financial Institution with your name, address, bank routing number, and account number. The letter must be on Financial Institution letterhead and signed by a Financial Institution representative.

**Application continues on the back**